

May 12, 2006

«Mr» «FirstName» «LastName»«Designation»
«Agency»
«Address»
«City», AZ «Zip»

RE: Flood Control District CIP Prioritization Procedure for Fiscal Year 2008

Dear «Mr» «LastName»:

We are preparing to implement the FY 2008 *Procedure for Identifying and Prioritizing Potential Five-year Capital Improvement Program (CIP) Projects*. Again, this year we are asking that you submit any capital project requests that your municipality or agency would like us to consider for inclusion in the future Capital Improvement Program. Any project your agency or municipality wishes to submit for consideration must be received by July 21, 2006. Please provide seven (7) copies of the submissions for each project that you are requesting. A copy of this year's CIP Prioritization Procedure Schedule is enclosed.

If you have studies or floodplain delineations which you would like to request, these requests will be forwarded to the appropriate staff for consideration in our future budgets for these programs. Please provide a description of the problem and any available background information.

The FY 2007 results and a complete discussion of the Prioritization Procedure can be reviewed on the District's Web site <http://www.fcd.maricopa.gov/Neighborhood/CIP/Prioritization>. We are also requesting that the Letter of Intent (LOI) form be filled out and signed by the senior manager responsible for submitting the request. This will assist the District staff in preparing future project MOUs and IGAs and give us an idea when your project funding may be available. Please reproduce copies of the enclosed LOI form for each project that you submit. This form is also available online.

The Prioritization Procedures reflect the District's commitment to a balanced approach to flood control, working with our municipal and agency partners, which includes a number of evaluation criteria:

- Submitting agency priority;
- Master plan element;
- Hydrologic/hydraulic significance;
- Level of protection;
- Area protected;
- Environmental quality;
- Area-wide benefits;
- Total project costs;
- Level of partner(s) participation;
- Operation and maintenance costs; and,

- Operation and maintenance responsibility.

Proposals for new projects should be formatted to address the eleven evaluation criteria described in the Procedure Manual which can be found on our website. It is strongly suggested that proposals be submitted with a sufficient level of detail so that the Evaluation Committee can make informed decisions, particularly in cases where the proposals will involve significant District expenditures. Project proposals that explicitly address each of the evaluation criteria in a quantitative manner and that provide detailed project maps, diagrams and/or other visual plans will be more favorably reviewed. In the past, several potentially viable projects have been rejected on the basis that inadequate information was provided in the submission and the Evaluation Committee was unable to properly evaluate the projects. Please note that District staff is always happy to provide guidance on the preparation of proposals that meet the information requirements of the Evaluation Committee.

Project proposals not recommended for action in previous years may be resubmitted during this (FY 2008) review period, we suggest that agencies consult with District staff and make changes before resubmitting. Agencies or municipalities with project proposals that have previously been recommended for inclusion in the District's CIP should reconfirm their priority by filling out an updated LOI for the project. You do not need to submit a complete packet for a previously recommended project, only submit an updated LOI. Please contact Ms. Kelly Presson at klp@mail.maricopa.gov or 506-4489, or me at 506-2961 with any questions concerning the Prioritization Procedure.

Sincerely,

Russell Miracle, P.E.
Planning & Project Management Division Manager

Enclosures:

FY 2008 CIP Prioritization Procedure Schedule
FY 2008 CIP Prioritization Procedure LOI